

## PROJECT OVERVIEW

The Judicial Technology and Automation Committee (JTAC) and state Department of Revenue (DOR) have collaborated to create a Tax Warrant interface that will allow Clerks of the Circuit Court to seamlessly process Tax Warrants electronically, reducing manual data entry, making public records easily searchable and providing accurate records in a more timely manner.



The JTAC e-Tax Warrant application will be made available to counties at no cost.

Almost one third of Indiana counties were processing tax warrants manually when this project started. That process begins when the DOR mails tax warrants to Clerks who hand write the information in a Judgment Book and mail back filing information to the DOR. The DOR also sends the Clerk a check for \$3.00 for each tax warrant filed. When the tax is paid, a Satisfaction of Lien is mailed to the Clerk who then has to look up the old tax warrant in the Judgment Book and record the Satisfaction.

## HOW IT WORKS

Using the e-Tax Warrant application, the DOR provides an electronic file with tax warrants to be processed by Circuit Court Clerks. JTAC's free web-based system called INCite picks up the file and creates an electronic Judgment Book record of the filing. The filing information is then sent back to the DOR electronically so staff there can send the \$3 per filing payment to the Clerks. This is much faster and Clerks can easily reconcile payments with outstanding filings. When the taxes are received by DOR, the satisfaction is recorded against the original judgment.

For counties using the Odyssey case management system, the tax warrant case number, judgment and disposition will also be recorded in Odyssey.

## BENEFITS OF e-Tax Warrants

- **Eliminates manual data entry**, saving significant time for Clerks.
- **Timely filing and elimination of "snail mail"** means time and money saved by Clerks and DOR.
- **Satisfactions are processed immediately upon receipt** making records more accurate and up to date.
- **Public access** to e-tax warrants made available through INCite
- **Interface with Odyssey** eliminates duplicate data entry.
- **Interface with Odyssey** allows public records searching of data.
- **Tax Warrant application is given to counties** free of charge.

